

11 APR 1961

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MEMORANDUM FOR:

Acting, Deputy Director, Personnel & Physical  
Support

SUBJECT:

Monthly Report of Activities for March 1961

1. The following is the summary of correspondence traffic handled by this Staff during the month of March 1961:

DOCUMENT RECEIPT AND DISTRIBUTION:MARCHCables

a. Incoming Total	550
OS Action	68
OS Interest	482
 b. Outgoing Total	260
OS Orig.	27
FSS Orig.	3
OS Coord.	78
OS Info	152
 TOTAL PROCESSED	 810

Dispatches

a. Incoming Total	305
OS Action	180
OS Interest	125
 b. Outgoing Total	134
OS Orig.	55
FSS Orig.	16
OS Coord.	44
OS Info.	19
 TOTAL PROCESSED	 439

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Total Communications Processed

DOC	20	REV DATE	13-5-80	BY	JO 6199
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JUST	22	NEXT REV 2010 40TH 10-2			

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4. The Foreign Support Staff provided information and guidance to various Security personnel scheduled to depart for PCS assignments overseas in 1961. This activity was increased as a result of proposed changes in Security Officer positions in the FE and EE overseas areas.



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2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
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